

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LICENSING PROGRAMS**

**PART II: PROGRAM ADDENDUM TO APPLICATION FOR LICENSURE OF A
CHILD DAY CENTER**

NAME OF CHILD DAY CENTER: _____

OPERATING INFORMATION	
Name of the center director _____	Number of children for which you wish to be licensed:
Hours of operation _____	Number of buildings license requested for:
Days of operation _____	
Months of operation _____	

ASBESTOS
Was your building in which the center is located built before 1978? YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, regulations require that all day care centers built before 1978 be inspected by a licensed asbestos inspector. Model forms and detailed instructions are available online at: http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.cgi . The inspection and management plan, if applicable, must be submitted with your application.
Is the building in which the center is located a currently operating public school or state owned building? YES <input type="checkbox"/> NO <input type="checkbox"/>

PROPOSED OR CURRENT ENROLLMENT (Please list # in each group)				
Infants (birth to 16 months)	Toddlers (16 months to 2 years)	Pre-school (2 years)	Pre-school (3 years to age of eligibility to attend school)	School age
_____	_____	_____	_____	_____

REQUIRED ATTACHMENTS FOR INITIAL APPLICATION	
1.	For each individual listed in Part I, Section 2 of the application (Type of Business Entity), a copy of the Sworn Disclosure Statement completed within the last 90 days.
2.	For each individual listed in Part I, Section 2 of the application (Type of Business Entity), a copy of the Criminal History Record Report obtained from the state police within the last 90 days.
3.	For each individual listed in Part I, Section 2 of the application (Type of Business Entity), a copy of the Child Protective Services Central Registry Check obtained from the Virginia Department of Social Services within the last 90 days.
4.	A copy of the building evaluation signed by the appropriate building official.
5.	A copy of the fire inspection conducted by the appropriate fire official.
6.	A copy of the sanitation inspection conducted by the Department of Health.
7.	Floor plans indicating exact dimensions of rooms to be used, including: room length and width; functions of each room; toilet facilities, including number of basins and toilets; and position of any fixed equipment and furniture.
8.	A site plan or sketch showing the following: outdoor play areas, including dimensions; location of the building on the site; adjacent streets and parking area; all fences, fixed equipment and secondary buildings or structures.
9.	Name of the management company that operates the center, if other than the licensee.
10.	A copy of all forms to be used by the child day center, if different from the model forms provided by the Department of Social Services.
11.	A copy of all policies and procedures.
12.	A copy of any brochures used by the center.
13.	A written statement regarding the organization of the center, with information showing who is responsible for policy making, operation and management decisions.
14.	Written confirmation of qualifications of your program director.
15.	Staff Information Sheet
16.	Sample current monthly menu.
17.	Sample current monthly activity schedule.
18.	A list of indoor and outdoor play equipment available to children.
19.	Evidence of required insurance coverage.
20.	Asbestos statements (for each building used by children that was built before 1978).

REQUIRED ATTACHMENTS FOR RENEWAL APPLICATION	
1.	For any individual listed in Part I, Section 2 of the application (Type of Business Entity), a copy of the most recent Sworn Disclosure Statement.
2.	For any individual listed in Part I, Section 2 of the application (Type of Business Entity), a copy of the most recent Criminal History Record Report obtained from the state police.
3.	For any individual listed in Part I, Section 2 of the application (Type of Business Entity), a copy of the most recent Child Protective Services Central Registry Check obtained from the Virginia Department of Social Services.

4. For any new individual listed in Part I, Section 2 of the application (Type of Business Entity), reference letters dated no more than 12 months prior to this application from three people not related to the person who can certify to his/her character and reputation. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
5. For any new individuals listed in Part I, Section 2 of the application (Type of Business Entity), Personal Qualifying Information Form if within the last 10 years the individual served as a voting officer, director, or principal stockholder in any child-welfare, assisted living, adult day care center, nursing home or mental health facility, program or agency requiring licensure in Virginia or in any other state. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
6. A copy of all new or revised forms used by the facility, if different from the model forms provided by the Department of Social Services. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
7. A copy of the new building evaluation if any physical plant changes have been made to the facility that required a building permit. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
8. A sketch or blueprint of the floor plan if any physical plant changes have been made to the facility since the facility's last license was issued. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
9. If a management company operates the center rather than the licensee, the name of the new management company if changed since the center's last license was issued. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
10. A copy of all policies and procedures that have changed since the facility's last license was issued. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
11. A copy of any brochures that have changed since the facility's last license was issued. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
12. If changed since the previous license was issued, a statement or chart regarding the organization of the management staff, with information showing who is responsible for policy, operation and management decisions. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
13. Staff Information Sheet
14. A description of any changes to the center's indoor/outdoor play equipment since the facility's last license was issued. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported
15. A description of any changes to the center's daily activity schedule since the facility's last license was issued. <input type="checkbox"/> No Change <input type="checkbox"/> Change previously reported

